



SMRPD's Mission Statement - "To promote community well being through programs and activities that protect, preserve and enrich the canyons' heritage, open space and unique way of life."

P.O. Box 8, Silverado California 92676 • www.smrpd.org

Website & Communication Committee Meeting

Tuesday, January 17th, 2023, at 3 PM
Silverado Community Center
27641 Silverado Canyon Road

Committee Members

Michele Conklin: Chair

Charles 'Ted' Wright

Community Member

Kevin Topp

Staff

JoMarie Varela: Administrator

MINUTES

- I. **CALL TO ORDER** – Meeting was called to order at 3:19pm
- II. **ROLL CALL** - Director Conklin and Director Wright were present in person at the Silverado Community Center.
- III. **CONSENT ITEMS**
- IV. **NEW BUSINESS**
 - a. Website – Add a privacy policy

Board Comments:

Director Wright: Provided feedback on draft policy for administrator to review and update.

Director Conklin: Requested that we discuss with Alex documents on OneDrive that need to be encrypted that have personal information. Noted that once verbiage is finalized, we should submit for legal review.

- b. Website – Add mission statement
 - i. [Current Mission Statement & Goals](#) from handbook

Board Comments:

Director Conklin: Need to have a discussion at a full board meeting of emergency policy and the block captain list so that material about these topics can be included in the handbook.

- c. Social Media
 - i. Discuss Board assignments that will update social media accounts like Facebook, Nextdoor, etc.
 - ii. NextDoor account – assign director to manage
 - iii. Discuss recent CARPD webinar that discussed social media and rules for Board members to be aware of

Board Comments:

Director Conklin: Noted that Board assignments for social media were made at last meeting.

Director Wright: Noted that he will discuss the recent CARPD webinar at the next regular meeting.

- V. **OLD BUSINESS**
- VI. **PUBLIC COMMENTS**
- VII. **BOARD COMMENTS**
- VIII. **ADJOURNMENT** – Meeting adjourned at 3:33 PM.

The next regular meeting of the Website & Communications is April 18, 2023 at 4 PM at the Silverado Community Center.